

REQUEST FOR COUNCIL ACTION

SUBJECT: Declare City property as surplus, and authorize Approve the declaration of the attached lists of items as surplus property, and authorize the disposition

SUMMARY: From time to time, City Departments may have a need to have unusable, obsolete, irreparable or no longer of any value to the City declared surplus by the City Council. If determined unusable by the City, items may be turned over to propertyroom.com, with which the City has a contract. Per that contract, propertyroom.com would log and track all items turned over to them and the items would then be sold to the public. The City would receive funds in return, with the amount to receive being undetermined at this time.

FISCAL

IMPACT: The items declared surplus may be sold or discarded with proceeds, if any, deposited in the General Fund.

MOTION RECOMMENDED:


"I move to approve Resolution 14- 62 , declaring items from various City Departments that are no longer of any value or use as surplus property, and authorize the disposition."

Roll Call vote required

Prepared by:


Melanie S. Briggs
City Clerk

Recommended by:


Richard L. Davis
City Manager

BACKGROUND DISCUSSION:

Section 3-1-14 of the City of West Jordan Municipal Code outlines the procedures for declaring surplus process:

3-1-14: SURPLUS PROPERTY:

- A. Declaration Of Surplus Required: No city owned property, except such items as are consumed in their use for official city business and as described in subsection E of this section, shall be disposed of or released to ownership, unless such property has been declared surplus by the city council.
- B. Notification Requirements: Whenever city property is surplus, unused, obsolete, unsuitable or otherwise no longer needed, the department head having control of such property shall notify the city manager. The city manager shall notify other city departments of the availability of such property. The city manager shall supervise the transfer of such property to the department requesting the property. If the property is obsolete or unsuitable for public use, the property shall be disposed of in accordance with this section.
- C. Sale Of Property Permitted: When necessary, the city manager or his designee shall prepare and present a listing to the city council of all city owned property which is obsolete, unsuitable for use and which should be declared surplus. After the city council has declared the property to be surplus, the property may be sold at an auction to the highest bidder. Such sale may be, in the discretion of the city manager, at public auction or by sealed bid.
- D. Notice Requirements For Auction Or Bid Opening: Notice of such public auction or invitation for sealed bids shall be published at least once in a newspaper of general circulation in the city at least ten (10) days but not earlier than thirty (30) days prior to such auction or opening of bids. The notice shall describe the property to be sold, the terms of sale and the place and time of such auction or bid opening. The city manager or his designee shall be responsible for conducting such public auction or bid opening. The city manager shall have the right to reject all bids.
- E. Unsold Property: If the surplus item is subjected to sale to the highest bidder at public auction and remains unsold, the city manager may sell the surplus item to any person for such price as the city manager deems appropriate or may dispose of as the city manager shall direct.

THE CITY OF WEST JORDAN, UTAH

A Municipal Corporation

RESOLUTION NO. 14-62

A RESOLUTION TO DECLARE CITY PROPERTY AS SURPLUS AND AUTHORIZE THE DISPOSITION AND SALE OF ITEMS

WHEREAS, from time to time City Departments have items within their departments that are no longer of use and must surplus the items for disposition; and

WHEREAS, the Fire, Fleet, Parks, Planning Police and Streets Departments/Divisions have determined that certain items are unusable and request City Council approval declaring the items surplus; and

WHEREAS, pursuant to West Jordan Municipal Code 3-1-14, the City Council must declare any City property surplus prior to disposal, and authorize the sale of said equipment,

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WEST JORDAN, UTAH, THAT:

Section 1. The City Council declares the list of items attached as surplus property, and authorizes the sale of said equipment:

Section 2. This Resolution shall take effect immediately.

Adopted by the City Council of West Jordan, Utah, this 2nd day of April 2014.

KIM V. ROLFE
Mayor

ATTEST:

MELANIE S. BRIGGS, MMC
City Clerk

Voting by the City Council

"AYE"

"NAY"

Council Member Jeff Haaga
Council Member Judy Hansen
Council Member Chris McConnehey
Council Member Chad Nichols
Council Member Ben Southworth
Council Member Justin D. Stoker
Mayor Kim V. Rolfe

FIRE

Memo



To: Melanie Briggs
From: Captain Kinzel
Date: March 25, 2014
Re: Surplus Items

Here are the items that the Fire Department would like to surplus.

Old wood podium
2 office chairs
Temporary closet
3 small TV's, tube type
Large TV, tube type
Broken blue office chair
Old Sat Phones
2 Overhead Projectors
1 broken Porta-power

Melanie Briggs

Fleet

Subject:

FW: SURPLUS

From: Todd Mansfield

Sent: Thursday, February 27, 2014 10:41 AM

To: Melanie Briggs

Subject: RE: SURPLUS

Hi Melanie

I need this stuff surplus.

V98026/ CHEVROLET TRUCK 1GCFC29R5WE158179

Vp308 chevrolet Camaro 1g1fp87h3gl120988.

V05106 pontiac 1g2ne52e45m213647.

V05132 pontiac 2g2wp552061185942.

Vp397 ford mustang 1facp40e2lf200901.

Thank todd

Fleet

Melanie Briggs

From: Todd Mansfield
Sent: Thursday, March 20, 2014 10:20 AM
To: Melanie Briggs
Cc: Jim Riding
Subject: SURPLUS

Hi Melanie in need this surplus

MEYER SNOW PLOW

OLD COP STUFF FRONT BUMMPERS CENTER CONSOLS OVER HEAD LIGHTS OFF OLD CROWVICS
PARTS WASHER

V10118 FORD CROWNVIC 2FAFP71W11X206065

V99110 CHEV TRUCK 1GCEK19V7XZ201596

THANKS TODD

Melanie Briggs

Fleet

From: Cal Spencer
Sent: Wednesday, March 26, 2014 8:13 AM
To: Richard Bell; Melanie Briggs
Subject: RE: Surplus Vehicles

Lt,

My records show V06103 was auctioned in 03/26/2011, and it's on the PO as being replaced by V14001. Does this match your records? If so I will remove it from the list before I send to Melanie.

Thx
Cal

From: Richard Bell
Sent: Tuesday, March 25, 2014 1:58 PM
To: Todd Mansfield; Cal Spencer
Subject: Surplus Vehicles

Todd,

You had asked for which vehicles to surplus:

- V106103 Auctioned 3/26/2011
- V98026
- V06101
- V03114
- 03119
- V06104
- V05106
- V05132
- V09108 (WRECKED ALREADY SENT TO AUCTION) Auctioned 3/29/2013

That's the list from the police department

Fleet

Melanie Briggs

From: Todd Mansfield
Sent: Tuesday, February 18, 2014 3:27 PM
To: Melanie Briggs
Subject: SURPLUS

Hi Melanie

I need this surplus Lincoln electric welder model number a1047221

Thanks todd

Parks

Melanie Briggs

From: Brian Clegg
Sent: Monday, March 24, 2014 8:34 AM
To: Melanie Briggs
Cc: Tim Peters; Chris Pearson
Subject: FW: Surplus March-12-2014
Attachments: More surplus.docx

Please add the attached to the surplus list.

Headstone hoist
Kubota snow blower drive train
Vinyl gate (Cemetery)
Fence poles

Pictures are attached if needed.

Thanks



From: Chris Pearson
Sent: Wednesday, March 12, 2014 4:59 PM
To: Brian Clegg
Subject: Surplus March-12-2014

Here is the items were are looking to surplus.

Thanks, Chris

Old headstone mover. Not even sure where it came from



Old Kubota snow blower drive train. We don't even own this machine anymore.





Cemetery Gate

Old fence poles- not sure where they came from.



Melanie Briggs

Hanning

From: Julie Davis
Sent: Wednesday, February 26, 2014 12:15 PM
To: Melanie Briggs
Subject: RE: surplus item?

Ok. Then do we just throw it away or does someone take it? It is a GBC Comb Bind C400e.

Thanks,

Julie Davis
Executive Assistant
West Jordan Development
(801) 569-5066

From: Melanie Briggs
Sent: Wednesday, February 26, 2014 11:00 AM
To: Julie Davis
Subject: RE: surplus item?

I will add the item to the surplus list for approval on April 2.

Thank you,

Melanie S Briggs, MMC
City Clerk
801.569.5117
melanieb@wjordan.com



From: Julie Davis
Sent: Wednesday, February 26, 2014 10:41 AM
To: Melanie Briggs
Subject: surplus item?

Melanie,
Our comb bind machine broke, so I got a new one. Do I need to surplus the other one or can I just throw it away. It isn't like the one you have up there with changeable punches and all that. The punching function still works but the binding mechanism broke.

Thanks,

Julie Davis
Executive Assistant
West Jordan Development
(801) 569-5066

Police

Large Items

03/25/14
09:55

West Jordan Police Department
Release of Evidence Property

7959
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Time/Date: Tue, Mar 25 09:54:11 2014

I, POWELL, STACIE, certify that on the above date and time, the following evidence property was released to: SURPLUS PROPERT

ID Number	Description	Incident#	Seq	Quantity	Ms
226941	CB5/Air/Compressor/Extreme/(1)	11H004150	1	1.000	
271799	JP1/Tool/Miller/Welder/BLU/(1)	13H017234	2	1.000	
272022	JP1/Tire/Michelin/tire/BLK/(1)	13H017491	3	1.000	
269624	CB1/SAFE/AUTOSAFT/(1)	13H014863	4	1.000	

Custodian

Released To

Police

Bicycles

03/25/14
07:16

West Jordan Police Department
Release of Evidence Property

957
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Time/Date: Tue, Mar 25 07:14:52 2014

I, GERONA, RANDY, certify that on the above date and time, the following evidence property was released to: DISPODY

ID Number	Description	Incident#	Seq	Quantity	Ms
270410	MC1/BIKE/KENT/SUPER/20/YEL/(1)	13H015889	1	1.000	
270411	MC2/HELMET/X/GAMES/BLK/(1)	13H015889	2	1.000	
270901	SL1/BIKE/HUFFY/SUPERIA/GRN/(1)	13H016409	3	1.000	
271322	RM1/BIKE/BMX/GRY/(1)	13H016801	4	1.000	
271711	PM1/BIKE/NEXT/CHAOS/GS0745/GRN	13H017154	5	1.000	
273399	SD1/BICYCLE/SILVER/RIDGE/PNK	14H000151	6	0.000	
273400	SD2/BICYCLE/HUFFY/PNK/WHI	14H000151	7	0.000	

Custodian

Released To

Police

Money

03/25/14
09:44

West Jordan Police Department
Release of Evidence Property

7959
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Time/Date: Tue, Mar 25 09:43:38 2014

I, POWELL, STACIE, certify that on the above date and time, the following evidence property was released to: SURPLUS PROPERT

ID Number	Description	Incident#	Seq	Quantity	Ms
240244	IA12/MONEY/COINS/(1)	12H001158	1	1.000	GM
217768	MM1/PARAPHERNALIA/ROLLED/UP	10H012679	2	1.000	
258871	IA1/CURRENCY/US	13H003552	3	0.000	
259421	MS2/MONEY/US/CURRENCY/2-20	13H004197	4	0.000	
258443	MW1/Cash/US/GOVERNMENT/MUL/(1)	13H003107	5	1.000	
256091	BS3/US/CURRENCY/CASH/5/DOLLA R	13H000349	6	1.000	
253785	MF1/MONEY/US/CURRENCY/COINS	12H016682	7	1.000	
251860	BS4/US/CURRENCY/CASH/4/ONES/3	12H014605	8	4.750	
232563	FB4/MONEY/COINS	11H010128	9	0.000	
250268	CB1/COINS/APPROX/\$36.99	12H012388	10	0.000	
265632	CB3/Cash/\$47.00/In/pocket	13H010495	11	0.000	
269625	CB2/CASH/IN/PLASTIC/TUBE	13H014863	12	0.000	
270335	KF1/Money/miscellaneous	13H015808	13	0.000	
261360	KF6/MONEY/US/CURRENCY	13H006288	14	0.000	
264227	RG4/MONEY/US/CURRENCY/3-1'S	13H009229	15	4.000	
266649	KC2/Cash/US/(1)	13H011623	16	1.000	
265003	WB2/CASH/US/(3)	13H010051	17	3.000	
274373	SP1/Money/US/Currency/Coins/SI	13H014827	18	0.000	
274372	SP1/Money/US/Currency/Coins/SI	13H012578	19	0.000	
274541	SP1/Money/US/Currency/Coins/SI	13H008003	20	0.000	
269478	GG1/MONEY/CHANGE/(1)	13H014784	21	1.000	
276982	SP1/Money/US/Currency/Coins/SI	13H013966	22	0.000	
271708	SP1/Money/US/Currency/GRN/(1)	11H002310	23	1.000	
274543	SP1/Money/US/Currency/Coins/SI	11H006938	24	0.000	
270281	TL2/MONEY/US/CHANGE	13H015714	25	0.000	
257303	CL5/CASH/(6)	13H002172	26	6.000	
274133	SP/Money/US/Currency/and/coi ns	13H010051	27	0.000	
274280	SP1/Money/US/Currency/Coins/SI	13H010716	28	0.000	
254562	KF3/COLLECTOR/COINS/MONEY	12H016282	29	54.000	
259844	KF2/COINS/US/PENNIES/(3)	13H004663	30	3.000	
259860	KF15/COINS/US/1974/SET/(5)	13H004663	31	5.000	
259843	KF1/COINS/US/WHEAT/PENNIES	13H004663	32	0.000	
259859	KF14/COINS/US/HALF/DOLLARS/(1)	13H004663	33	1.000	
259858	KF13/COINS/US/QUARTERS/(1)	13H004663	34	1.000	
259856	KF12/COINS/US/NICKEL/(1)	13H004663	35	1.000	
259855	KF11/COINS/US/NICKEL/(1)	13H004663	36	1.000	
259854	KF10/COINS/US/NICKEL/(1)	13H004663	37	1.000	
259853	KF9/COINS/US/DIMES/(1)	13H004663	38	1.000	

Police

03/25/14
09:44

West Jordan Police Department
Release of Evidence Property

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259852	KF8/COINS/US/DIMES/(1)	13H004663	39	1.000
259851	KF7/COINS/US/PENNIES/(1)	13H004663	40	1.000
259850	KF6/COINS/US/PENNIES/(1)	13H004663	41	1.000
259847	FK4/COINS/US/PENNIES/(1)	13H004663	42	1.000
259845	KF3/COINS/US/PENNIES/(1)	13H004663	43	1.000
259848	KF5/COINS/US/PENNIES/(3)	13H004663	44	3.000
217944	RG2/JEWELRY/RING/GLD/(1)	08H006310	45	1.000
217943	RG1/JEWELRY/RINGS/(4)	08H006310	46	4.000

Custodian

Released To

Melanie Briggs

Streets

From: Rochelle Smith
Sent: Wednesday, March 26, 2014 9:26 AM
To: Melanie Briggs
Cc: Jim Riding; Tim Peters
Subject: Surplus Items
Attachments: Rochelle Smith.vcf

Hello Melanie,

The following items need to be declared surplus, please feel free to contact me should you have any questions.

Seven pallets consisting of:

- incomplete/obsolete light fixtures
- damaged school flashing lights
- electrical control boxes and housings
- Unit #E98221 and (2) inoperable jackhammers
- (2) fans
- metal halide ballasts and sockets
- Damaged solar panel and misc. parts

Thanks

